



## MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Brookfield Public Library, Board of Trustees

Date and Time: Wednesday, August 3, 2022 at 6:30 pm

Location: Brookfield Public Library, Community Room, 1900 N Calhoun Rd.

Members Present: Kay Benning, Ald. Scott Berg, Jeanmarie Deuster, Stanley Fox, Jim Heinrich, Susan Schweda, Beverly Wentz

Members Absent: Sheila Buechel, Margaret Courtright

Others Present: Edell Schaefer, Director; Cathy Tuttrup, Public Services Manager

### 1. Roll Call

President Schweda noted a quorum present and called the meeting to order at 6:30 pm.

### 2. Announcements

The next regularly scheduled meeting will be September 14, 2022 at 7:00 pm. (Library Board Room)

### 3. Minutes of the June 8, 2022 meeting

***Motion by Heinrich, second by Wentz to approve the minutes of the June 8, 2022 meeting of the Library Board of Trustees. Motion carried unanimously.***

### 4. Financial reports and expenditures

***Motion by Heinrich, second by Benning to approve the financial report and expenditures for June 2022. Motion carried unanimously. Motion by Heinrich, second by Wentz to approve the financial report and expenditures for July 2022. Motion carried unanimously.***

### 5. Librarian's Report

#### June 2022 - Operating Statistics

Rolling twelve*	<u>7/20-6/21</u>	<u>7/21-6/22</u>	<u>% Change</u>
Total Circulation	605,711	550,096	-9.18%
Resident	474,708	427,841	-9.87%
Crossover	92,748	83,374	-10.11%
Nonresident	38,255	38,881	1.64%
	<u>2021</u>	<u>2022</u>	<u>% Change</u>
Total Circulation (June)	55,965	52,891	-5.49%
Resident	44,727	42,077	-5.92%
Crossover	7,650	7,167	-6.31%
Nonresident	3,588	3,647	1.64%
User Visits	18,055	19,089	5.73%

Adult	# Programs	21	26	23.81%
	Attendance	248	330	33.06%
Children	# Programs	16	21	31.25%
	Attendance	1,005	1,985	97.51%

\*Rolling twelve does not include digital circulation.

#### July 2022 - Operating Statistics

Rolling twelve*	8/20-7/21	8/21-7/22	% Change	
Total Circulation	608,404	548,270	-9.88%	
Resident	475,712	427,045	-10.23%	
Crossover	93,630	82,648	-11.73%	
Nonresident	39,062	38,577	-1.24%	
	<u>2021</u>	<u>2022</u>	<u>% Change</u>	
Total Circulation (July)	57,386	55,560	-3.18%	
Resident	45,068	44,272	-1.77%	
Crossover	8,311	7,585	-8.74%	
Nonresident	4,007	3,703	-7.59%	
User Visits	17,638 (a)	18,598	5.44%	
Adult	# Programs	17	19	11.76%
	Attendance	193	227	17.62%
Children	# Programs	27	25	-7.41%
	Attendance	1,200	2,641	120.08%

\*Rolling twelve does not include digital circulation.

(a) User Visits estimated for July 2021. Power Outage reset people counter overnight on 7/14/21.

June and July programs: we offered a full slate of in-person programs in addition to the Summer Reading Program activities for children. The Marvelous Monday outdoor story times in the courtyard were very popular, as was the self-directed story stroll. Popular programs included a balloon artist, a comedian/yo-yo artist, the Fairest of the Fair, a magician, the Traveling Lantern Theater, a pirate themed science show, a musician, Wildlife in Need, bike decorating, singing princesses, Bright Star Theatre Company, Touch-a-Truck, Oceans of Fun party and storytellers. By the end of July, over 1,119 children were registered for Summer Reading.

Teens were treated to an art class taught by a teen, and Dungeons and Dragons. Adult programs included aromatherapy, Brew City Black Ball, Wordle, author D. W. Hannekan, 8 Glasses a Day (about Waukesh'a history of healing waters), and a pillowcase decorating craft. We hosted an exhibit - Wisconsin Female Veterans, I Am Not Invisible. Each banner told one soldier's story, from World War II to today. Several veterans came to a program to speak in person about their experiences. Other programs included Medicare, Irish music, Memory Café, author Kevin Kluesner, the Role of Nutrition, and Read It and Eat sponsored by the Library Friends. Local author Lois Patton continued to meet with the Writers' Circle and shared her writing expertise. The monthly book clubs, coloring club, At Knit's End and Digital Downloads programs continue to be popular. Over 168 adults and 105 teens signed up for this year's Summer Reading Program.

#### 2nd Quarter 2022 Operating Statistics

	2020	2021	2022	% Change 2021- 2022
Total Circulation	64,167	145,859	137,185	-5.95%
Resident	51,764	114,640	106,989	-6.67%
Crossover	8,492	21,636	20,281	-6.26%
Nonresident	3,911	9,583	9,915	3.46%

Digital Magazine (Downloads & Views)	2020	2021	2022	% Change	
Flipster	623	540	437	-19.07%	
Overdrive (digital)	20,425	20,516	20,959	2.16%	
Self-Check	11,919	39,136	34,760	-11.18%	25.34% → % of total Circ.
User Visits	15,684	47,337	49,729	5.05%	
CAFE					
# Items Sent to Fill a Hold	13,977	14,357	13,734	-4.34%	(a)
# Items Received to Fill a Hold	14,596	16,242	14,529	-10.55%	(a)
Internet Use Sessions	1,585	7,116	7,376	3.65%	
Internet Use Hours	570	2,409	2,045	-15.11%	
Wireless	1,043	4,010	4,850	20.95%	
Library Website					
Visits	24,176	21,172	29,097	37.43%	(b)
Views	34,761	32,863	35,238	7.23%	(c)
Volumes Added	3,266	4,729	5,129	8.46%	
Adult Programs					
# Programs	4	44	70	59.09%	
Attendance	73	521	1,154	121.50%	
Childrens Programs					
# Programs	52	37	68	83.78%	
Attendance	4,619	1,814	3,461	90.79%	
Meeting Room Use	2	290	368	26.90%	

**Coronavirus COVID-19: Library closed to the public Monday, March 16, 2020 until further notice. Library staff continued to work behind the scenes through Tuesday, March 24, 2020. Pursuant to Governor Evers' Emergency Order #12, the library is closed and no staff are available until at least 9:00am on Friday, April 24 or until further direction is received from the Governor. On April 16, 2020, the State of Wisconsin Department of Health Services issued Emergency Order #28 - Safer at Home Order thru Tuesday, May 26, 2020. Public Libraries shall remain closed for all in-person services except for curbside pick-up. Staff returned Monday, April 27, 2020. Curbside pick-up started Thursday, April 30, 2020. On May 13, State Supreme Court overturned the Governor's Safer at Home order. Brookfield Library reopened Monday, June 1, 2020 with limited hours, capacity and services. Curbside pickup ended June 13, 2020. Normal summer hours resumed Monday, June 29, 2020.**

(a) Statistics provided only include materials sent out and received to fill a hold. Items sent to fill a hold could be owned by another library.

CivicPlus website statistics program changed from Piwik to Google Analytics in January 2022.

(b) Library website Visits - Number of visits to this page. A visit is a series of actions that begin when a visitor views the first page from the server, and ends when a visitor leaves the site or remains idle beyond the idle-time limit. The default idle-time limit is thirty minutes. Library website set as homepage on public internet stations.

(c) Library websites Views - number of times this page was viewed by visitors. Library website set as homepage on public internet stations.

### In-house use survey

The in-house use survey was not conducted in 2020. The 2021 survey showed a 28.5% decrease (302,354) from 2019 (423,072). The 2022 survey shows a 13.2% increase (342,290) over 2021. Three factors have affected in-house use as well as circulation and user visits – the pandemic, and North Avenue and Calhoun Road closures. Road closures pose significant barriers to residents who live north or east of those roads.

### 2<sup>nd</sup> Quarter Goals and Objectives Update

The progress chart has been provided for your review.

### RFID project update

We are making steady progress. As of July 25, 38,999 adult non-fiction books and DVDs were tagged. There are 70,292 adult and teen items including AV remaining to tag. The original target for completion of tagging adult materials was August 13. We anticipate completing all adult print collections by August 13. At the conclusion of the Summer Reading Program, technicians will tag any remaining adult print materials and begin tagging the CD and DVD collections. Librarians will begin tagging children's print materials. All tagging should be completed by the end of October. November will be a clean-up month. Installation of the new security gates, self-checks and other equipment and software should be installed

the week of December 5. The installation will require that we close to the public when the old Bibliotheca equipment is removed, and the Envisionware equipment is installed. We will also need to be closed while the software installation and configuration is completed. At the October or November Library Board meeting I will be asking you to authorize any closures necessary to complete the RFID project.

#### Acknowledgement of donations received

The Library received a “Beastie” via Kay Benning, Elmbrook School District liaison. The Beastie is a colorful fiberglass sculpture that was formerly in one of the School District libraries. The Friends of the Library will cover the cost of seal coating the Beastie, which will reside in the Library’s oak courtyard. The Friends of the Library are also covering the cost to reupholster the worn-out cushions at the base of the Fairy Tale Castle tree.

#### Staff update

In June we welcomed two new part-time technicians: Mary Lofy and Kaycee Deshotels. Full-time technician Mary Wiegert has retired after 24 years of service. Nana Yorke will fill Mary’s full-time position beginning August 22. In mid-August we will begin a recruitment for two part-time vacancies.

#### Filling the Library Director position

Hiring a library director is a critical responsibility of a library board as required by Ch. 43 of the Wisconsin Statutes. The documents provided include: 1) Recruitment Planning Process Summary: Department Head. This document was created last year for the Police & Fire Commission processes. Although it includes mention of the Library, keep in mind that police and fire are para-military organizations that are uniquely structured and operated. Also keep in mind that the job descriptions are reviewed and approved by the Library Board. All library job descriptions were updated and approved last year. The summary identifies two processes – internal and external. Internal is conducted first with one of three possible outcomes. External would follow depending upon the full Library Board’s decision on any internal applicants. Note – this process was set up to ensure “validity and legal compliance.” 2) Who Runs the Library? (reprinted from the Trustee Essentials manual provided by the Wisconsin Dept. of Public Instruction). 3) Hiring a Library Director (reprinted from the Trustee Essentials manual). 4) Chapter 43: Libraries (printed from the updated 19-20 Wis. Stats. certified July 1, 2022). 5) An Overview of Municipal Library Boards by Claire Silverman, Legal Counsel, League of Wisconsin Municipalities; reprinted from *The Municipality* February 2018.). At the direction of the Human Resources Director, James Zwerlein, I will be asking each of you your availability for a special meeting of the board the week of 22<sup>nd</sup> or 29<sup>th</sup>.

#### Facilities update

We are waiting on delivery of filters for the bubblers (April), and LED replacement bulbs for the recessed can lights throughout the buildings (also April). Work orders were submitted for cleaning and re-setting the entryway grates, and to repair the bottom edge of the brick wall at the staff entry. So far the HVAC system has not been a concern.

#### City-wide residents’ survey (Library summary)

The results of the survey as they pertain to the Library are provided for your review.

***Motion by Wentz, second by Deuster to approve the Librarian’s Report. Motion carried unanimously.***

6. Friends of the Library – President Barb Stein submitted the following report. Current membership is 79. They will be contacting two individuals who indicated they would be interested in a Friends’ Board position. The Friends are looking for ways to promote membership. The ice cream social is

set for August 10 with the J. Ryan Trio providing music for the event. Friends walked in the City's Fourth of July parade and heard many positive comments about the Library. The next Read It and Eat is scheduled for November. The book sale is coming up in September. Space in the Senior Center may be limited due to projects occurring during August and September. The Friends approved funding for new cushions under the Fairy Tale Castle tree, and to seal coat the "Beastie."

7. New Business

- a) Waukesha County Library Standards Certification

***Motion by Benning, second by Heinrich to certify compliance with the Waukesha County Library Standards. Motion carried unanimously.***

- b) 2023 Library Budget proposal – extensive discussion was held.

***Motion by Heinrich, second by Benning to approve the 2023 Library Budget proposal as presented. Motion carried unanimously.***

- c) Policy update: Service Roles

***Motion by Wentz, second by Deuster to approve the policy with grammatical updates. Motion carried unanimously.***

- d) Policy update: Planning

***Motion by Benning, second by Wentz to approve the policy as presented. Motion carried unanimously.***

- e) Policy update: Public Relations

***Motion by Wentz, second by Fox to approve the policy as presented. Motion carried unanimously.***

- f) Election of officers 2022 – 2023 – the slate of officers was announced: President – Margaret Courtright, Vice-president – Jeanmarie Deuster, Secretary – Beverly Wentz.

***Motion by Heinrich, second by Ald. Berg to accept the slate as presented. Motion carried unanimously.***

8. Adjournment

***Motion by Benning, second by Heinrich to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:25 pm.***

Respectfully Submitted: Edell Schaefer  
Name of Responsible Staff Edell Schaefer  
Department / Title Brookfield Public Library / Director of Library Services